Instructions for Preparing the Mental Health Services Act Community Services and Supports Funding Request for FY 2008/09 (Exhibit 3R)

Counties should complete the Mental Health Services Act (MHSA) Community Services and Supports (CSS) Funding Request for FY 2008/09 worksheet in order to obtain funding for the CSS component under the MHSA. Below are the specific instructions for preparing the MHSA CSS Funding Request worksheet.

General Instructions:
Round all expenditures to the nearest whole dollar.

Heading Instructions:
Enter the County name and the date the worksheet is prepared. Revisions will be made to documents and maintaining the correct preparation date is critical for identifying the most recent submittal.

Line Item Instructions:
Use of Funds

Total FY 2008/09 Funds Requested from line 33 of Exhibit 2
Enter the total FY 2008/09 CSS Funds Requested from line 33 of Exhibit 2. This amount includes funding for all CSS Workplans (including a 10% operating reserve), Administration, CSS funds requested for other components (subject to the limits identified in Welfare and Institutions Code Section 5892(b)) and funds requested for the local prudent reserve.

Source of Funds - Identify the funding distributions to support the Use of Funds

FY 06/07 CSS Unapproved Planning Estimates
Enter the requested funds for distribution from FY 06/07 unapproved CSS Planning Estimates. This amount should not exceed the FY 06/07 unapproved CSS Planning Estimates as documented in the County's MHSA Agreement.

FY 07/08 CSS Unapproved Planning Estimates
Enter the requested funds for distribution from FY 07/08 unapproved CSS Planning Estimates. This amount should not exceed the FY 07/08 unapproved CSS Planning Estimates as documented in the County's MHSA Agreement.

FY 08/09 CSS Planning Estimates
Enter the requested funds for distribution from FY 08/09 CSS Planning Estimates. This amount should not exceed the FY 08/09 CSS Planning Estimates. Funding transferred at the discretion of the County to other components must be funded with the FY 08/09 CSS Planning Estimate or with funds for the specific component. Include funding for amounts on lines 29, 30 and 31 of Exhibit 2 on this line.

Unspent CSS Funds (Cash on Hand)
Enter the amount of funding already distributed by the State that has not been spent by the County that will be used to support the FY 08/09 CSS Plan. This amount does not have to reconcile with the unspent funds identified on the MHSA Revenue and Expenditure Report.

Total - Sum the amounts in each column. The total Use of Funds should equal the Total Source of Funds.

Exhibit 3R

Mental Health Services Act Community Services and Supports Funding Request for FY 2008/09

Date: _____   **County:** _____

	Use of Funds	Source of Funds	
Total FY 2008/09 Funds Requested from line 33 of Exhibit 2			
			FY 06/07 CSS Unapproved Planning Estimates
			FY 07/08 CSS Unapproved Planning Estimates
			FY 08/09 CSS Planning Estimates*
			Unspent CSS Funds (Cash on Hand)
Total	$0	$0	

* Funds requested for lines 29, 30 and 31 on Exhibit 2 must be funded from the FY 08/09 CSS Planning Estimate.